

A Drug Free Workplace Lesson Plan

Time Required: 1 hour

Workshop Objective:

Make the participant aware of the major features of the Federal Drug-Free Workplace Program and how it may affect the participant and his/her career.

Resources:

Materials:

Video

Equipment:

Flipchart
Markers
Name Tags
VCR

I. Welcome and Introductions

- A. Presenter/Facilitator
Introduce yourself and briefly explain that participants are here today to receive important information about their Agency – which is one of several Agencies that comprise the Department of Labor.
- B. Participants
Ask participants to introduce themselves, by stating their names, their new assignments, and their expectations for the Orientation. Record expectations on Flipchart.
- C. Display objectives on Flipchart.
Review the objectives of the workshop and relate them to the expectations that the participants expressed.

II. Overview of Executive Order

- A. Presentation
Use the notes below to make a presentation regarding the Drug-free Workplace Order.

III. Executive Order

- A. President Reagan signed into law Executive Order 12564 creating the U.S. Government's Drug-Free Workplace Program for Federal employees on September 15, 1986. This Executive Order requires that Federal employees refrain from using illicit drugs, as a condition of employment.
- B. The purpose of the Drug-Free Workplace Program is to make you aware of the major features of this program and how it may affect you and your career.

IV. Major Features of Drug-free Program

- A. All agencies are required to have a program approved by the Department of Health and Human Services.
- B. Agencies must decide which employees must be tested based on specific standards.

- C. Testing may be carried out on the following basis:
1. At random
 2. Following rehabilitation for prior drug use
 3. On a voluntary basis
 4. Screening of employees for positions in the agency
 5. When there is reasonable suspicion of drug use or possession
 6. Following certain accidents or unsafe practices

V. Prohibited Drugs

- A. The following is a list of drugs the Department of Health and Human Services tests for as part of their Drug-Free Workplace Program:
1. Marijuana (grass, weed, smoke)
 2. Cocaine (coke, crack)
 3. Amphetamines (speed, uppers, methamphetamine)
 4. Opiates (heroin, morphine-so called “designer drugs”)
 5. Phencyclidene (PCP, angel dust)

VI. Safeguards

- A. The Drug-Free Workplace Program establishes a number of safeguards to assure that employee drug testing will be fair and impartial and that employee rights will be protected. Among the safeguards are:
1. *Laboratory Certification Process*
The Executive Order requires that each laboratory be certified and use the best available technology to ensure accuracy of drug tests.
 2. *Chain of Custody*
This means a record must be kept showing everyone who had possession of your drug testing sample from the time a sample is taken until its disposal.
 3. *Privacy of Sample Collection*
Collection of samples usually will be taken without any person watching the employee providing the sample. Each agency ensures that samples are not adulterated or substituted during the collection process. There are several precautions an agency may take:
 - Requiring a photo ID of the person providing the sample
 - Placing a blueing agent in the toilet water
 - Measuring the temperature of the sample immediately after collection
 - Noting unusual noises or occurrences related to the test

4. *Medical Review*
A review of any positive test results will be made by a licensed physician trained in substance abuse disorders.
5. *Confidentiality of Records*
Records of test results are confidential and may only be released to those authorized by law to receive them.

VII. Employee Assistance Program (EAP)

- A. The Employee Assistance Program plays a vital part in the accomplishment of the Drug-Free Workplace Program. It provides employees an opportunity to obtain assistance in ending illegal drug use. The program is administered separately from the drug testing program. Records kept of any counseling or treatment under this program are confidential and cannot be released without your written consent except as provided by the law. An employee who has a drug problem may voluntarily seek the benefits of the EAP. Doing so before being identified as a drug abuser may protect you from disciplinary action.
- B. Video Presentation
 1. Show the video, “Drug Free Workplace, an Overview” (16 min.).
- C. Discussion
 1. Ask if there are any questions and provide answers or resources.

A Drug-Free Workplace

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B. Purpose

The purpose of the Drug-Free Workplace Program is to make you aware of the major features of this program and how it may affect you and your career.

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VI. Video

Now we will see a video which will graphically discuss the items I have just outlined.